

MINUTES

MEETING OF: LIBRARY BOARD OF TRUSTEES
DATE OF MEETING: Wednesday, September 19, 2012
PLACE OF MEETING: Carlsbad City Library Board Room
1775 Dove Lane, Carlsbad CA

CALL TO ORDER:

Vice Chair Beth Hulsart called the meeting to order at 4:15 p.m.

ROLL CALL:

Present: Library Board Trustees Bradley, Hinman, and Hulsart

Absent: Library Board Trustees Benson & Lignante

Staff Present: Heather Pizzuto, Library & Cultural Arts Director
Dave Curtis, Deputy Library Director
Suzanne Smithson, Deputy Library Director
Glynn Birdwell, Principal Librarian
Jessica Padilla Bowen, Community Relations Manager
Devin Castel, Sr. Business Systems Specialist
Steve Didier, Library Management Analyst
Barbara Chung, Sr. Librarian

APPROVAL OF MINUTES:

By proper motion (Hinman/Hulsart) and vote the Board approved the minutes of the July 18, 2012 meeting of the Library Board of Trustees.

MONTHLY LIBRARY REPORTS:

Trustee Hulsart commented that she was pleased to see that the ESL classes at the Learning Center continued through the summer months and Principal Librarian Birdwell explained that it was the choice of both the participating tutors and learners to continue.

Also commented on was the large number of volunteers during the month, a result of the Summer Reading Program's expansion of volunteer opportunities.

QUARTERLY TECHNOLOGY REPORT:

Sr. Business Systems Specialist Castel reviewed the statistics on computer usage for the fourth quarter of the last fiscal year pointing out that the public computer usage continues the downward trend as the use of wireless continues to increase. He also shared the statistics for the use of the self-check machines and top Internet categories of use.

TECHNOLOGY PROJECTS UPDATE:

Sr. Business Systems Specialist Devin Castel explained some of the key features in the recent upgrade to the Library's catalog (e-Library). The upgrade provided improved security for the users, the ability to retrieve and change your pin number for accessing "My Account", and made the feature for changing the notification method more visible and automated.

Other technology projects include the upgrade or replacement of the current Integrated Library System (ILS). The consultant selected to assist with the development of the Request for Proposals (RFP) will be here for two days this month. She will be collecting current data, completing the needs assessment drafted by staff and then briefing the team on what options are available in the market. The finished product (the RFP) should be ready by the end of October. In the meantime, an upgrade to the current ILS will be installed on October 8 when the Library is closed for the Columbus Day holiday. This upgrade is to repair some identified "bugs" in the system and add some minor needed enhancements.

Also underway is the installation of new equipment from Xerox for the PC/Print/Copy Management systems Library-wide. The new 4-year contract for upgrades to the equipment and software has been signed and the installation is scheduled for the week of October 22, 2012. The upgrade will position the Library to possibly offer wireless printing to the patrons.

SUMMER READING PROGRAM RECAP:

Sr. Librarian Barbara Chung, head of the Children's Division at the Dove Lane location, reviewed the statistics provided in the agenda packet, provided added detail, and acknowledged that the program could not succeed as it has without the support of the Friends of the Library and the volunteers.

RE-CARPET/REDESIGN UPDATE:

Library & Cultural Arts Director Pizzuto reported that the final revised report from the design consultants has been received and forwarded to PEM (City Property & Environmental Management Department) for review. PEM is responsible for Capital Projects and maintenance to City facilities. They will confirm the cost estimates and provide the project management.

Following the review from PEM, a formal proposal will be presented to the City Manager before it can be brought to this Board.

DIRECTOR'S REPORT:

Library & Cultural Arts Director Pizzuto brought the Board up to date on the following items:

Care & Shelter Disaster Training Exercise - Twenty Library & Cultural Arts employees participated in the tabletop training exercise this week as a refresher to their Emergency Worker responsibilities. A new element to the training was working with neighbors to be more self-sufficient during emergencies.

Halloween on Elm - The event will be repeated this year on October 27 between 1:00 and 6:00 p.m. This will be a transition year partnering with Urban Place who will manage the event in the future.

Library Training Coordinator position - The oral board for this position was last week and departmental interviews are scheduled for later in the month with the expectation that the position will be filled by the end of October.

Library public speaking engagements - Library & Cultural Arts Director Pizzuto will be presenting information on library services at the High-Noon Rotary on October 1 and also at a session of the City's new Business Academy on October 30.

In conclusion Library & Cultural Arts Director Pizzuto polled the Board on their availability for meetings in October and November with the possibility of combining the two meetings on an alternative date to ensure the entire Board would be present. The decision will be made after checking with the two missing Trustees today.

FOUNDATION REPORT:

Trustee Hulsart reporting for the Foundation reminded the Board that the annual Minigolf "fore" the Library is scheduled for Sunday, September 30.

FRIENDS OF THE LIBRARY REPORT:

Trustee Hulsart also reporting for the Friends announced that proceeds from the book sale in August were \$3200 and the next book sale is scheduled for October 20.

NSDC GENEALOGICAL SOCIETY:

Reporting for the Society, Board Liaison Marg Kealey brought the Board up to date on past events and information on those scheduled for the coming month. She also announced that the free genealogy classes begin again on September 26 at 7:00 p.m. at the Cole Library.

LIBRARY BOARD COMMENTS:

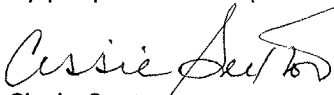
Trustee Hulsart welcomed Community Relations Manager Jessica Padilla Bowen back from leave.

PUBLIC COMMENT:

None present.

ADJOURNMENT:

By proper motion (Hinman/Bradley) and vote the meeting was adjourned at 5:06 p.m.


Cissie Sexton
Administrative Secretary